

nhaisLOCAL library system administrators have access to the entire system.

There are things they should NEVER change, even though they have access, because those changes will apply to ALL users of nhaisLOCAL, not just their library.

This image gives you some guidelines about this access. If you have any doubt about a change you want to make, contact the NHAIS Help Desk (nhu-pac@dcn.nh.gov, 603-271-2141) for guidance. If an item isn't addressed in this graphic, please err on the side of caution and let NHAIS Services know about any changes you think need to be made there so we can make sure there won't be unintended consequences for other users.

The screenshot shows the Koha Administration web interface in a Firefox browser. The page title is "Koha administration". The left sidebar contains a list of administrative areas: Global system preferences, Basic parameters (Libraries and groups, Item types, Authorized values), Patrons and circulation (Patron categories, Circulation and fines rules, Patron attribute types, Library transfer limits), and Acquisition parameters (Currencies and exchange rates). The main content area displays the "Global system preferences" section, which includes a search bar and a list of preferences. Three informational callouts are overlaid on the screenshot:

- Red callout (left):** "Don't change anything in 'global system preferences' or 'basic parameters' areas. Issues that need to be dealt with in these areas should be referred to NHSL staff who will work with ByWater to make needed adjustments."
- Orange callout (middle):** "Patron categories," "Circulation and fines rules," and "Patron attribute types" settings may be changed FOR YOUR LIBRARY. Make sure your library name appears at the top of these screens before making changes. If you are unsure about doing this, contact the NHAIS Help Desk before proceeding."
- Purple callout (bottom right):** "Cities and towns in NH have been defined based on postal rules – please don't change them. Report any issues you find to NHAIS services. At the patron screens you can type in the data you want instead of choosing from the list if what is in the list isn't what you want."

The browser's address bar shows the URL: 116-staff.migrate.bywatersolutions.com/cgi-bin/koha/admin/admin-home.pl. The browser's title bar shows "Koha - Administration". The browser's status bar shows "4:18 PM".